

## General Policy

CHAT is a Christian home school co-op designed to reinforce and enhance home schooling in Bartow County and surrounding areas. Through fellowship in fun educational activities, we hope to help home schooling families.

## Attendance Policy

CHAT will begin promptly at 10:15 AM with assembly in the gym. **Assembly is MANDATORY for all CHAT members (parents and children).** Please have your children quietly seated prior to the beginning of the assembly. It is the responsibility of each parent to maintain control of their children during assembly. Please hold all conversations until after assembly is over. This is an important time for reflection before we begin our day. Each assembly will begin with a song, announcements, prayer and the Pledge of Allegiance.

The CHAT co-op was designed to be a three hour class program. So that we may function in an orderly manner, children are expected to participate in all three of their classes. If your child does not wish to participate in the full program, we ask that you please make other arrangements for him/her away from co-op and contact the appropriate Sub-coordinator as to your decision. (See sub-Coordinator list below). Children are not allowed to be at CHAT without participating in CHAT classes.

**One parent must be present during co-op hours. That parent will be asked to teach and/or assist for 2 hours with classes and must remain on campus.** We understand that there are times when parent cannot attend. In such cases, you must communicate to your Sub Coordinator your intentions. We all depend on one another to make CHAT work smoothly. When people fail to fulfill their commitment and are absent, gaps are left in the program. If an emergency arises or you need to leave CHAT campus during class times please notify your sub-coordinators. If you are unable to relay the message to the sub-coordinators then contact Brook Shields.

***If you have a planned absence, please follow this procedure:***

### Teachers

1. Contact your regular assistant and arrange for him/her to teach your class if able. Attempt to find a substitute assistant for your class.
2. **TEXT BROOK SHIELDS (678) 899-7318** to let her know of your arrangements or need for help. Please make sure you contact ALL assistants and Brook if you teach in more than one age group.

### **Assistants**

1. Contact each teacher you assist and inform them of your intended absence. Attempt to find substitute assistants for each class.
2. Contact Brook Shields at the number listed below to let her know of your arrangements or need for help.

**Last minute absences, please just notify Brook Shields as quickly as possible by text.**

**\*\*\*\*Please don't use our Facebook page to find subs. We ask that you text or message privately so it doesn't get lost or clog up the Facebook page. Please use the "off hour sub list" to find your sub. Phone numbers can be found on the directory. \*\*\*\***

### **Tardiness Policy**

**It is the responsibility of the parent to contact Brook Shields as early as possible if you are not able to be at CHAT by 10:15AM.**

### **Leadership List**

- ***Classroom Coordinator- Brook Shields 678-899-7318 (text anytime)***
- ***Nursery & Early Childhood – Sarah Anderson 770-365-0501***
- ***Preschool- Kaela Kennedy 770-865-2130***
- ***Primary- Jenny Jordan 678-516-5284***
- ***Beginner- Julie Cole 770-686-6860***
- ***Intermediate-***
- ***Middle School- Stephanie Campbell 478-697-1104***
- ***High School- Heather Lavigne 678-986-9413***
- ***Director- Tina Howe 404-824-0400***
- ***Administrative Assistant- Jennifer Pritchett 770-375-6978***
- ***Financial Coordinator- Kimbell Hughes 706-767-0510***

**\*\* If a first time, non-communicated absence occurs the parent will be issued a verbal or written warning from the sub-coordinator. If a second non-communicated absence occurs the family will be suspended from CHAT for the remainder of the semester with no refund.\*\***

## **Behavior Policy**

All members are expected to be on their best behavior while at co-op. Members will be expected to:

- There will not be one on one adult child interaction behind closed doors.
- Be on time or early
- Use correct and polite language (Absolutely no profanity will be tolerated. CHAT maintains a zero tolerance for profanity)
- Follow the teacher's rules and directions the first time without argument
- Be in the appropriate areas at all times. Roaming the building is not allowed.
- Treat others with Christ-like kindness
- Clean up after themselves
- Refrain from physical harassment of any kind
- No electronic devices in the classrooms ( ie cell phones, tablets, music pods, or handheld games of any kind) If an electronic device is brought out during classes or assembly the child will be asked to give them to their parents for the remainder of the day. The only electronics that are allowed will be those deemed by the class teacher for education use only.
- There will not be any inappropriate displays of affection between anyone on the CHAT campus or during a CHAT activity. At no time should two students be alone together in a closed room. Your behavior with one another should always be wholesome, pure, and above reproach. There is to be no heterosexual nor homosexual physical contact. "Even a child is known by his doings, whether his work be pure, and whether it be right. " Prov. 20:11.

### **If there is a problem:**

1. The teacher or another authority will speak to the child. The problem will be explained and a request made for the behavior not be repeated.
2. If the problem continues, the parent will be notified.
3. If the problem still continues, the parent will be asked to take the child out of co-op for the day.

## **Disclaimer**

Parents are responsible for the safety of their children while at CHAT functions. Neither CHAT nor Oakland Heights Baptist Church will accept any liabilities for any injuries sustained while attending a CHAT function. All members must sign a liability form for the church and CHAT at Orientation.

### Allergy Policy

CHAT will provide allergy bands for parents to list any allergies that could impede the health of a child. It is the parent's responsibility to put the allergy bands on their child each week.

### Illness Policy

It is our desire to provide the best possible environment for your children. Please help us to make all CHAT functions healthy environments by not bringing your child if he/she has had any of the following symptoms within the last 24 hours:

- Fever (with or without the use of an anti-fever product)
- Diarrhea
- Severe runny nose
- Persistent Cough
- Any symptom which can be communicable

If the teacher or sub coordinator notices any of the symptoms mentioned above, they may ask the parent to remove the child from the premises. **Please do not bring any students to CHAT if they are sick.** If your child has a chronic condition that mimics one of these symptoms, please explain the situation to the appropriate coordinator. In some extreme cases, we may request a note from a physician stating they are safe to be in a group environment.

### Class Offering

High school classes that are available for credit may be opened to 8<sup>th</sup> graders who are doing advanced school work at home and are willing to perform at high school level. This will be determined on an individual screening involving the parent of the student before they are accepted into a high school class and with permission from the instructor.

### Dress Code

Please remember we are in a church/school environment. Please dress conservatively. No excessive baggy pants, tank tops, or offensive t-shirts. No short-shorts, short skirts, short dresses or cleavage. Shorts and skirts should come below finger tips. *Please do not wear clothes that show your undergarments or their straps.* No hats or costume wear will be allowed inside the building except on special occasions which will be announced.

All students must wear tennis shoes for PE activities. Students may bring their tennis shoes and change before gym. **This dress code applies to parents as well; we need to set the example for our children.** Thank you for helping us set a higher standard for CHAT.

This dress code will be strictly enforced. Anyone violating the dress code policy will be asked to go home and change. If the parent is unable to take their child home to change, CHAT will provide some type of cover-up for the child.

The guidelines for high school formal are detailed later in this document.

### **Field Trips/Special Events Guidelines**

Because we represent homeschooling to the public, it is important that we portray a responsible, moral, and positive group. It is our responsibility, not that of others, to guide our children in respect for the property and feelings of others. Guidelines for CHAT field trips and events are:

- Be on time, 10-15 minutes early
- In order to attend a field trip/special event, you must make a reservation with the person in charge unless otherwise specified
- If you cannot attend a field trip/special event after you have made a reservation, contact the person in charge and cancel
- Show respect for speakers, tour guides, etc. Use correct and polite language at all times. Keep your children under control and within sight at all times. Be positive and pleasant when disciplining your children
- Respect restrictions placed on the group by the sponsoring facility concerning the age of children, handling of objects/equipment, staying in designated areas, and eating and drinking.
- Express appreciation for the activity in an appropriate manner. Thank you notes from children are a good teaching opportunity.
- Parents are solely responsible for their own safety and that of their children while attending CHAT functions.
- Deposits made for field trips are usually non-refundable after the deadline date

# Spring Formal (9th-12th grade)

## Chaperons:

Coordinators and senior parents are given first options for chaperons, then others can fill in the gaps. Number of chaperons will be determined by the formal committee based on how many students are signed up to attend formal. All chaperons must have a background check with CHAT on file.

## Dress Code:

### Ladies

1. Dresses must have 2 straps. If you choose a short dress, it must be no more than 2 inches above the middle of the knee while standing and no more than 6 inches while sitting.
2. If you choose a long dress and it has a split, it must be split NO further than 2 inches above the middle of the knee while standing and 6 inches while sitting.
1. Undergarments should not be visible.
2. If your dress is cut low on the back, be sure it is no lower than 3 inches below your natural bra line.
3. If your dress is cut low in the front, be sure NO CLEAVAGE IS SHOWING.

All dresses must be approved by turning in pictures of the student in the dress: 1) full length head to toe at a distance on the front view after alterations have been done 2) full length head to toe at a distance on the back view after alterations have been done 3) on your knees if dress is short or has a split. 4) two pieced dresses must also include a view with arms raised.

**We strongly recommend approval prior to purchase!! We do understand that alterations cannot be completed on unpurchased dresses. We are happy to assist you with ideas for alterations for dresses that are close to meeting dress code standards.**

### Gentlemen:

1. Coat and tie or tuxedo is mandatory
2. Dress pants and dress shirts are mandatory

**\* If you have a date from another school, it is YOUR RESPONSIBILITY to make her/him aware of our dress code policy. Pictures of a female date's dress has to be approved.**

**\*Formal is a special night for CHAT students. The Coordinators of this event and your director want you to make good choices on this evening. With modesty in mind, this dress code will be enforced at our Formal each spring. You can and will be turned away at the door if you or your date haven't followed this policy. Deadlines will be enforced or you may lose your slot for formal evening.**

**Director/Coordinators have the right to change the rules if necessary. Dates or companions to formal are subject to approval by formal committee.**

**\*\*A Formal Agreement will be signed by the student and the parent prior to the student's reservation acceptance.\*\***

## **Peacemaker Plumb Line**

### **Matthew 18:15-17**

**Because we work closely with one another throughout the year, there is always the possibility of disagreements, misunderstanding, or conflicts arising, We desire to have an impartial plumb line and therefore stand on God's word for the best way to resolve issues within the body.**

*If thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou has gained thy brother (Matt. 18:15)*

**Pray about the situation; and then go to the person regarding the offense. Keep the offense confined to your spouse.**

*But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. (Matt.18:16)*

**If not settled, guard your lips, and contact a director for help. If you are the accused, pray for the truth to be revealed. Ask for forgiveness, or forgive freely, and do what you can to rectify the situation.**

*And if he shall neglect to hear them, tell it unto the church; but if he neglects to hear the church, let him be as an heathen man and a publican. (Matt. 18:17)*

**If further steps are needed, the directors will council, if necessary to resolve the problem. Steps will be taken accordingly, including, but not limited to verbal discussion, face to face reconciliation, or expulsion from CHAT. After the situation has been dealt with, there must be no derogatory comments or accusations made to others in the co-op.**

**As we pursue God's Way, which is higher than our own, we can be assured that peace will reign in our body and the love of Christ Jesus will shine forth to all.**